

	Portales Police Department	SOP #	311.02
	Standard Operating Procedure & Policy	PER. #	11.02
	Personnel Early Warning System	Effective Date	
1700 N. Boston St. Portales NM, 88130		Approval:	Pat Gallegos, Chief of Police
(575) 356-4404			

## I. STATEMENT OF PURPOSE

This system is designed to assist supervisors in identifying police department employees whose performance indicates that intervention may be required. A review may be necessary to determine appropriate action. It does not relieve the supervisor of the normal responsibility to monitor and initiate a review and remedial action as warranted, of his/her assigned employees performance related issues. The purpose of this system is to:

- A. Provide a means to identify patterns of complaints, use of force or misconduct incidents to enable supervisors to address training or other needs and improve employee performance.

## II. ACTIVATION AND PROCEDURE FOR REVIEW

- A. The Lieutenant shall be responsible for establishing and administering the Early Alert System and generating reports specified in this policy or as otherwise directed by the Chief of Police. The Lieutenant shall receive copies of complaints lodged against employees in accordance with provisions of this agency's policy on investigation of employee misconduct, to include the following:

1. Complaints lodged by one employee against another.
2. Any action taken against an employee by a supervisor with or without a formal complaint.
3. Complaints lodged by citizens against agency personnel.
4. Allegations of criminal conduct.
5. Disciplinary actions taken against employees.
6. Allegations of violations of the Portales Police Department Code of Conduct.

- B. Performance-based and related information shall also be included in the

Early Alert System, to include the following:

1. High-speed pursuits
2. Civil litigation
3. Use of force reports
4. Resisting-arrest incidents
5. Vehicular accidents
6. Damage claims made by citizens
7. Firearm-discharge
8. Report of On-the-Job Injury

C. The Personnel Early Warning System shall activate when an employee has three or more sustained complaints within a year.

D. The Lieutenant shall collect and report on the aforementioned data and information by comparing it to historical norms of all agency personnel functioning in the same or similar assignments. Reports on individual officers based on deviations from historical norms shall be distributed to respective organizational supervisors and the Personnel Early Warning System may be activated based on the information obtained.

E. The Lieutenant shall notify, in writing, the Sergeant of the involved employee that the Personnel Early Warning System has been activated. The Chief of Police shall receive a copy of the notice. The notification should include:

1. The date of the incident(s)
2. The general allegations
3. The disposition of the incident(s)
4. Any concerns

F. The Lieutenant shall notify the supervisor of the involved employee that the Personnel Early Warning has been activated. The supervisor should then review the employee's files consisting of, but not limited to:

1. Use of force
2. Sick or other leave use

3. Performance evaluations
4. Chronological file

### III. REPORTING AND RECOMMENDATIONS

- A. The supervisor shall submit a written response, through the chain of command, to the Lieutenant with their findings, and a plan for improvement, if applicable. Possible corrective measures may include, but are not limited to:
  1. Counseling by peers, supervisors or commanders
  2. Referral to an agency authorized mental health professional
  3. Remedial training to address identifiable problems
  4. Reassignment or transfer
  5. Referral as part of the Employee Assistance Program
- B. The Lieutenant shall review the written response and forward to the Chief of Police for approval of the recommended action.
  1. The Lieutenant shall be responsible to insure that any corrective measures are accomplished, and submit a report to the Chief of Police with the final results.
  2. All corrective measures shall be implemented within applicable Portales Police Department Rules and Regulations and the City of Portales Personnel Manual.
- C. The employee's supervisor will notify the employee of the review when it is initiated and the basis for the review. The employee shall be notified in writing of the final determination.

### IV. ANNUAL REVIEW

- A. The Personnel Early Warning System shall be reviewed annually to evaluate the system's effectiveness and make changes as required.